APPENDIX 4 TO ANNEX B:
INDIVIDUAL AND GROUP FLYAWAY KITS AND EQUIPMENT REQUIREMENTS

B-4-1. GENERAL

This appendix provides a checklist for the ESF-1 organization for deployment to disaster field offices or other assignments associated with emergency response. This list likely will not vary with the specific disaster or season. Some items may be duplicated in smaller quantities in the checklist for deploying personnel in Appendix 3 to Annex B.

B-4-2. INDIVIDUAL FLYAWAY KIT

Individual flyaway kits will contain sufficient supplies and materials for each team member to begin and sustain operations at a disaster field office or other deployment location for at least one week. Individual flyaway kit requirements include:
- Letter and legal size file folders with labels
- Request for assistance forms (RFA's), including tracking and status
- Situation report forms.
- Stapler, staples, and staple puller
- Transparent tape, masking tape, duct tape
- Scissors
- File folders and labels
- Envelopes, large and small
- Flashlight and extra batteries

B-4-3. GROUP FLYAWAY KITS

Group flyaway kits will contain the larger or unique items needed by all team members. There should be sufficient supplies and materials to operate unsupported for at least one week. Group needs include:
- Hanging file folders, labels and support
- 2 hole and 3 hole punch
- 1 inch binders
- Time sheets
- Telephone directories - government and public
- Telephone wire in 10, 20, and 50 foot lengths with connectors
- Telephone wire in uncut 250 foot length
- Telephone wire crimper with 24 connectors
- Electrical power strips
- Electrical extension cords
- RFA and Action status board – laminated with markers
- General purpose toolkit – screwdrivers, crescent wrench, pliers
- Computer toolkit

B-4-4. EQUIPMENT REQUIREMENTS

Equipment requirements will vary for the specific disaster and the location of the disaster field office or other deployment location. In general, the required equipment includes:

- ❑ Laptop computers (assigned to individual team members)
- ❑ Portable printers (assigned to individual team members)
- ❑ Laser printer with spare printer cables
- ❑ Network hub and wiring
- ❑ HF and/or FM radios
- ❑ Satellite telephone
- ❑ Cellular telephones (obtained as needed)